

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_

## Class Title: Manager of Legislative Research & Administration

### **BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides backup support for all activities of the Director, handles personnel and budget matters for the Government Programs Office, and supervises staff. Conducts analysis of State and Federal legislation or City policy interests and assembling proposed city positions and then logs files on the office network. Develops and maintains dialogue with city departments or offices to achieve coordinated grants' proposals. Identifies opportunities and issues for City council members to use state and national associations and coalitions to advance City legislative interests. Creates deliverables to convey information to city officials in a timely and professional manner.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Designs and conducts analytical studies or research of policy and budget issues by coordinating department reviews and assessments of the impact of state or federal legislations on municipal operations. Provides advice on utilization of Government Programs resource data and expertise by meeting and consulting with key department designees for legislative or grant. Compiles specific recommendations necessary to relate the assessment findings to the proposed city legislative positions by creating and maintaining dialogue with departments/offices and coalition groups, as assigned. Facilitates policy setting by City Officials by using office resources to identify and resolve departments' differences of opinion identified during research of an issue; identifies potential areas of compromise when possible.
2	S	Provides reports for executive use by taking the lead in preparing drafts of deliverables that are the work product of department, i.e. weekly reports from the City Manager during the state legislative session; periodic reports from the City Manager regarding federal developments; and testimony or speaking points supported by handouts or power point presentation material. Ensures that documentation of research findings or advocacy status is available on a real time basis to office staff working at remote sites (state or U.S. capitol) by organizing legislative and other files with emphasis on the office's on-line network. Prepares draft responses to surveys and studies.

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Physical Strength Code		ESSENTIAL FUNCTIONS
3	S	Provides taff back-up to Director of Government Programs for activfvities for office administration as necessary. Administers routine personnel matters. Administers budget matters and Level II approval for Advantage Financial Network (AFIN). Supervisoes staff activities including: administrative support including scheduling and maintenance of OUTLOOK electronic calendars of the staff, meeting reminders, preparation of reports or letters including identifying thank you opportunities, creating and maintaining files including use of on-line technology,; follows up with vendors to resolve incomplete invoices and data entry AFIN Level I. Ensures employee receives training for technology applications important to office efficiency. Assists initiative for programming office systems including protocol software, licensing, networking, implementing new technology process improvement by acting as key contact designee for information technology staff.
4	S	Notifies executive officials and City Council members of opportunities to develop mutual interests within legislative or policy steering committees of state or national associations. Coaches and prepares city representatives in various roles to advance authorized Norfolk positions on agenda items being considered by either national and state local government associations or professional associations; follows up for necessary coordination among appropriate groups in Virginia. Facilitates participation by city representatives in decision making by existing or new coalitions by creating information (or city research findings) appropriate to making a case for coalition priorities and strategies.
5	S	Initiates and maintains a “snapshot” perspective of municipal grant activities and resources and makes recommendations for improvement interventions. Initiates approved recommendaitons. Assists department in resolving obstacles or techncial difficulties with grant applications competition by using office resources, ex. Consultants for federal or state matters.

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<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Six years experience at a responsible level in the executive or legislative branch of the local, state or federal governments.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read correspondences, policy meeting agenda documents, assessments and position statements.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as assembling comparative data and performing trend analysis.
Writing	Work requires the ability to write correspondences, position statements, presentations and legislative alerts.
Managerial	Managerial responsibilities include managing work programs.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, legislators and sales representatives.

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Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. Occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Copier, fax machine, filing
Sitting	F	Computer, desk work, answering telephone, meetings, presentations, driving
Walking	F	To/from meetings, inter-office, to/from office equipment
Lifting	O	Office supplies, laptop, files, folders, briefcase
Carrying	O	Office supplies, laptop, files, folders, briefcase
Pushing/Pulling	N	
Reaching	N	
Handling	O	Office supplies, laptop, files, folders, briefcase
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, use of office equipment, driving
Hearing	C	Telephone, co-workers, supervisors, personnel, budget office, various operational departments, various semi-public agencies, legislative personnel, mayors, committee members, public relations/media, civic leagues, meetings
Talking	F	Telephone, co-workers, supervisors, personnel, budget office, various operational departments, various semi-public agencies, legislative personnel, mayors, committee members, public relations/media, civic leagues, meetings, public speaking.
Foot Controls	F	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, cellular telephone, scanner, laptop computer, Standard Microsoft Windows and Office software, Internet, remote access connectivity, Adobe Acrobat reader, virus scan services

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	N